



Ormskirk School

Opportunity. Resilience. Respect.

Charging & Remissions Policy

Date: September 2019

Review date: September 2020



ORMSKIRK SCHOOL CHARGING AND REMISSIONS POLICY

INTRODUCTION

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

CHARGING POLICY

Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- instrumental and vocal tuition for children in care;
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary Contributions

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded due to insufficient voluntary contributions to make the activity viable, or the school cannot fund it from any other source, the activity will be cancelled. This will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to contribute.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:

- (a) part of the National Curriculum;
 - (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
 - (c) part of religious education;
- Sixth Form Extended Project;
 - iPads for All – the scheme is optional for parents, if participating charges are made for a deposit and rental of the device, subsidies are applied on a sliding scale for eligible families.
 - board and lodgings on residential visits (subject to remission arrangements);
 - transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
 - cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
 - cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
 - provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
 - day care facilities
(note: schools may wish to attach a schedule of current charges as an appendix to the policy)

Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

Remissions Policy

The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

- Universal Credit

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.
The Headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

Inability or unwillingness to pay

Ormskirk School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Signed:.....(Headteacher) Date:.....

Signed:.....(Chair of Finance) Date:.....

Signed:.....(Chair of Gov's) Date:.....

Reviewed:

1st October 2014; 7th October 2015; 5th October 2016; 17th October 2018; 29th October 2019

Next review due:

October 2020